

***Travel Supported by
Federal Organization***

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none">1. Make travel arrangements as instructed by the organization.2. Submit information to Travel Coordinator.<ul style="list-style-type: none">❑ Documentation (including dates, location, and purpose) and itinerary❑ Funding source❑ Estimated travel expenses❑ Work and personal details3. Sign VA paperwork prepared by Travel Coordinator.4. Enter AA in VISTA-Time & Attendance.	<ol style="list-style-type: none">1. Prepare required VA paperwork.<ul style="list-style-type: none">❑ Memo to Regional Counsel & 10-0101B❑ SF-71 Leave Slip (Research Employees)2. Submit original Memo & 10-0101B to Employee Travel.
Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none">1. Submit receipts to organization. Submit copy to Travel Coordinator.2. Receive reimbursement check from organization.	<ol style="list-style-type: none">1. Receive Part V of 10-0101B from Employee Travel. Complete and return to Employee Travel.